



Application Guidelines

Thank you for your interest in career opportunities with Golder Ranch Fire District. Please read through and follow the directions indicated below.

- All interested candidates must complete the employment application process through the ADP Recruitment portal. A unique URL link is provided on the District's website for each recruitment.
- Golder Ranch Fire District only accepts applications and/or resumes for currently open and advertised positions.
- Golder Ranch Fire District retains applications and/or resumes for the current position recruitment only. They will not be held and reconsidered for future recruitments for the same position. Individuals interested in applying for more than one open advertised position must submit a separate application for each open position.
- Please follow all instructions as indicated in the job announcement under the "How to Apply" section to ensure that you are completing and providing all required documents.
 - Note: When utilizing the ADP site, all documents including cover letter, resume, and any certifications or other required documents must be attached as one (1) document. The system does not accept multiple attachments.
- When answering employment application questions, **do not** respond with "see attached resume" as this will constitute an incomplete application.
- Applications not received within the stated application deadline as indicated in the job announcement will be rejected.
- Once you have completed the application process you will receive e-mail communication(s) updating you on your status in the recruitment process. Please do not respond to these emails as they are automatically generated by the system and not directly connected to a member of the Human Resources department.
- For your convenience, if you do not have access to a web-based computer, a computer is available for applicant use in the Golder Ranch Fire District Administrative Office reception area during regular business hours (Monday-Friday 0800-1700).
- Any questions regarding career opportunities or the employment application process may be directed to:

Golder Ranch Fire District
Attn: Human Resources
3885 E. Golder Ranch Fire District
Tucson, AZ 85739
(520) 825-9001

Thank you and good luck!

GRFD Human Resources Team